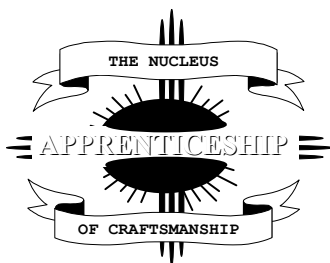




PLANT APPRENTICESHIP STANDARD
adopted by

DRUG ABUSE PREVENTION CENTER

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
SUBSTANCE ABUSE COUNSELOR	195.107-038		6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

OCTOBER 19, 1990

Initial Approval

By: LAFRANK NEWELL

Chairman of Council

Addendum Amended

By: PATRICK WOODS

Secretary of Council

JULY 19, 2002

Committee Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIC TO THE INDIVIDUAL PLANT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFT(S).

The following standards for Substance Abuse Counselor have been developed by the representatives of the Drug Abuse Prevention Center.

1. **GEOGRAPHICAL AREA COVERED:**
The area covered by these Standards shall be the facilities of the Drug Abuse Prevention Center.
2. **MINIMUM QUALIFICATIONS:**
Age: Applicants shall be at least 18 years of age.
Education: Certificate of high school graduation or G.E.D.
Physical: Be physically fit, without regard to any occupationally irrelevant physical handicap.
Testing: N/A
Other: Have no history of alcohol or other drugs misuse for a period of two years prior to application. Applicants shall also submit an example of written communication skills.
3. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL OPPORTUNITY PLAN:**
 - A. **Selection Procedures:**
Exempt WAC 296-04-330(8)
 - B. **Affirmative Action Plan:**
Exempt WAC 296-04-330(8)
4. **TERM OF APPRENTICESHIP:**
The term of apprenticeship for a Substance Abuse Counselor shall be 6000 hours of employment.
5. **PROBATIONARY PERIOD:**
Each apprentice shall be subject to a probationary period not exceeding the first 500 hours of employment.
6. **RATIO OF APPRENTICES TO JOURNEYMEN:**
The ratio of Substance Abuse Counselor apprentices to fully qualified Substance Abuse Counselors shall not exceed one (1) apprentice for each fully qualified counselor.
7. **WAGE PROGRESSION:**

Apprentice shall be paid on the following percentage in accordance with WAC 296-04-270(2)(c):

1st period 1000 hours of employment 47% of the specified wage

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2nd period 1000 hours of employment 50% of the specified wage
3rd period 1000 hours of employment 53% of the specified wage
4th period 1000 hours of employment 55.5% of the specified wage
5th period 1000 hours of employment 61% of the specified wage
6th period 1000 hours of employment 67% of the specified wage

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8. WORK PROCESSES:

During the period of apprenticeship, the apprentice shall receive such instruction and experience in all branches of the trade as may be available, as is necessary to develop a practical and skilled mechanic who is versed in the theory and practice of this trade. He/she shall perform such duties as are commonly related to an apprenticeship in this trade and shall at all times be under the supervision of a competent journeyman. Safe working practices shall be a prime consideration in every work operation.

The following schedule of work experience of the trade is submitted as a guide and will be followed as closely as trade conditions will permit.

<u>SUBSTANCE ABUSE COUNSELOR: D.O.T. #195.107-038</u>	<u>APPROX HOURS</u>
Orientation	200
confidential client information	
facility policies	
Evaluation and Testing	600
test administration and scoring	
assessment procedures	
Environmental Setting	200
Preparation of Histories	600
individual and family histories	
legal and treatment histories	
Developing Assessments and Treatment Plans	600
assessment of client needs	
screening and diagnosis including	
disease progression	
recovery motivation	
social support systems	
mental and physical health	
Applying Substance Abuse Counseling Techniques & Theories	2200
individual counseling	
group counseling	
observation of clients	
public speaking and instruction	
professional ethics and confidentiality (42CFR part 2)	
Preparation of Files and Maintenance	800
using case notes to track client progress	
applying DAPS and SOAPS	

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Using of Professional Staff Skills	200
applying facility policies and procedures	
use of office equipment	
Staff development	600
TOTAL HOURS	6000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED
IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE
HEREIN INVOLVED IN THESE STANDARDS.

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9. **RELATED/SUPPLEMENTAL INSTRUCTION:**

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical College, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training consist of one or more of the following:
 - () Supervised field trips
 - (X) Approved training seminars
 - () A combination of home study and approved correspondence courses
 - () Technical college
 - (X) Community college
 - () Training trust
 - () Other (specify)
- C. Hours 200
- D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures.)

10. **ADMINISTRATIVE DISCIPLINARY PROCEDURES:**

- A. Adequate safety training will be given in related classes so that each apprentice will be fully informed on safety and first aid procedures.
- B. Failure on the part of the apprentice to regularly attend classes and/or progress satisfactorily in approved related training will be deemed sufficient cause to cancel the apprentice from the program.
- C. Any use of non-prescription drugs or alcohol shall be grounds for immediate suspension of the apprenticeship agreement.

11. **COMPOSITION OF COMMITTEE:**

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The Employer Representatives Shall Be:

Cindy M. Jones, Operations Manager
PO Box 890
Kelso, WA 98626

The Employee Representative Shall Be:

Washington State Apprenticeship and Training Council
Department of Labor and Industries
PO Box 44530
Olympia, WA 98504-4530